

# Instructions For Completing SFCA Proposal Forms

All proposals must be typed in black ink and submitted in the format described. Type must not be smaller than 10 point size. No photographic or graphic enhancements are allowed on the application forms.

Applicants should include all necessary and important information on the designated forms. Applicants must use forms printed in the official Requests for Proposals booklet or from the compact disk. Supplementary materials such as brochures and newsletters are not forwarded to panelists but are made available at the panel meetings.

*NOTE: Omitted information or errors in calculation can make it difficult for panelists to assess your project accurately and may result in no funding or less funding.*

## I. Applicant Profile Form

The name of the organization that is submitting and signing the proposal form must be identical to that on the IRS determination letter of tax exemption and as registered with the Business Registration Division of the Department of Commerce and Consumer Affairs.

## II. Proposal Forms

Applicants must complete a separate application for each program area for which a project is being proposed. Applicants who may propose more than one project in one or more program areas may do so but a separate application must be completed for each.

### A. Project Title/Project Summary:

Give a title to the project or program proposed, not to exceed 40 spaces. If proposed activities represent general operational support of your organization, include the word "Basic" as part of your title. (Only one "Basic" proposal per organization per year is allowable. For the FY2005-2006 and 2006-2007 biennium, "Basic" proposals only will be considered for organizations with operating budgets of less than \$500,000.) Provide a brief description of the project.

### B. Name:

The name on this application should be the same as that on the Profile Form.

**Contact Person:** Should be someone who can answer questions that SFCA staff and review panels may have regarding this proposal and who is available throughout the entire review period.

**Phone & Fax Numbers/E-Mail:** The contact person should be available at these numbers during the review period and on the day the panel is reviewing this project, should there be any questions.

### C. Project Period:

Project dates should be within a single and

appropriate fiscal year.

### D. Program Area (Discipline):

Indicate the program area in which the proposal is submitted.

### E. Project Race:

Indicate if the project for which you seek funding clearly emphasizes the culture or traditions of any one race. If your project does not emphasize the culture or traditions of one race, please code it as "General." If you seek or receive support for administrative or artistic expenses for many projects and cannot use one racial code, please code these projects also as "General" or "G".

### F. Islands Served:

Check those directly served by the proposed project.

### G. Description of Proposed Project:

Describe clearly and precisely the project, program, and/or activities proposed to be carried out with funds requested from the SFCA. Include the dates and locations of the activities, and specific artists, scholars, educators, community resource persons, or other professionals or specialists, directly involved in the project or program proposed, along with single-page resumés. *Include a listing of key staff and a description of their roles and responsibilities.* Clarify roles if one person does more than one job. **IMPORTANT:** Include in your narrative comments on how the project aligns with the SFCA's strategic priorities as listed on page 2. (Use additional sheets if necessary.)

### H. Individuals Benefiting:

Estimate the total audience, participants, students, etc. (excluding employees and/or paid performers) that are anticipated to benefit directly from this project.

### I. Artists Participating:

Estimate the total number of artists directly involved in providing art or artistic services specifically identified with the project, including artists whose work is

represented.

### J. Other Professionals Participating:

Estimate the number of employees or other individuals involved in carrying out the project.

### K. Project Audience:

The SFCA receives funds that may target serving specific constituencies. Indicate if the project provides activities that reach the audiences listed.

### L. Need and Impact:

Explain the need for this project in the community. Describe the impact of the services, the intended target group or audience, and the number of individuals who are expected to benefit. Include any specific plans that you may have to reach special or underserved audiences.

### M. Publicity:

Explain clearly and specifically how the activities and events proposed will be publicized.

### N. Evaluation:

Explain how the proposed project or program will be evaluated. Indicate quantifiable measures (e.g., number of performances planned and completed, percent and type of ratings from audience surveys, or hours of class time.) Include the planned measures against which you will evaluate activities in your project or program description (e.g., 30 performances or 5 weekly classes of 1 ½ hours for 40 weeks.)

### O. Proposed Budget—Expenses (indicate figures in dollars, no cents):

List and identify the anticipated expenses for each item in the first column, "Total Cash Expenses," and the portion of the cash expenses that will be paid with SFCA funds being requested in the second column, "SFCA Share." In the third column list in-kind (non-cash) contributions to the project.

For a project that is titled "Basic" the proposed budget submitted should be

your organization's overall operating budget excluding special projects, capital expenditures, and endowments.

If you summarize any or all items on this SFCA form, provide a budget breakdown as an attachment.

**1. Personnel Costs (Employees)**

**a. Administrative**

Payment for employee salaries, wages, and benefits specifically identified with the project for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers, and other front-of-the-house and box office personnel.

See example below.

Example: Payment for Employee Salaries					
No. of persons	Rate	x	No. hrs.	Total	SFCA Share
1	\$5.00	x	100 hrs	\$500	\$250

**b. Artistic/Professional**

Payments for employee salaries, wages, and benefits specifically identified with the project, for artistic directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, historians, archivists, sculptors, graphic artists, actors, dancers, singers, musicians, instructors, puppeteers, or others.

**c. Technical/Production**

Payments for employee salaries, wages, and benefits specifically identified with the project, for technical management and staff, such as technical directors; wardrobe, lighting and sound crew; stage managers, stage hands; video and film technicians; exhibit designers, preparators, and installers.

**2. Outside (Non-Employees) Fees and Services**

**a. Artistic/Professional**

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant but consultants, or the employees of other organizations, whose services are specifically identified with the project. Include artistic directors, conductors, curators, historians, archivists, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors,

dancers, singers, musicians, teachers, instructors, etc., serving in non-employee/non-staff capacities.

**b. Other**

Payments to firms or persons for non-artistic/professional services of individuals who are not normally considered employees of the applicant but consultants or the employees of other organizations, whose services are specifically identified with the project.

**3. Other Expenses**

**a. Space Rental**

Costs specifically identified with the project for rental office, rehearsal, theater, hall, gallery and other such spaces.

**b. Travel**

Costs for travel of specifically identified individual(s) in the project. Include number of persons and their travel destination to and from, per diem, fares, taxis, mileage allowances on personal vehicles, car rental costs, etc. For transportation not connected with the travel of personnel such as trucking, shipping, or hauling expenses, see item (d) "Remaining Operating Expenses."

**c. Marketing (Promotion)**

Costs for marketing/publicity/promotion specifically identified with the project. Include costs of newspaper, radio and television advertising, typesetting, printing and mailing of brochures, flyers and posters, and space rental when directly connected to publicity, advertising, or promotion.

**d. Remaining Operating Expenses**

Costs of specifically identified supplies and materials not entered in other categories and necessary to the project. May include scripts and scores, lumber and nails, paints and brushes, sets and props, costumes, equipment rental, and archival or conservation supplies.

Specified expenses not entered in other categories and identified with the project may include electricity, telephone and telegraph, postage, storage, interest charges, insurance fees, trucking, non-structural renovations or improvements, and shipping and hauling expenses. (Note that some of these expenses do not qualify for SFCA funding.)

**P. Proposed Budget—Cash Income (Indicate figures in dollars, no cents):**

List the anticipated cash income and identify the sources for each item. *Indicate whether the*

*funds have been awarded or are pending.*

**1. Fees Collected**

**a. Admissions and Fees**

Income expected from the sale of admissions, tickets, subscriptions, memberships, registration fees, or other items, for events or activities attributable or prorated to the project.

**b. Contracted Services Revenue**

Projected fees from the sale of services. Include the sale of workshops, etc., to other community organizations, government contracts for specific services (DO NOT INCLUDE SFCA REQUEST HERE), performances, residency fees, or tuition.

**2. Private Corporate or Foundation Support**

Cash contributions expected for this project from businesses, corporations, or private foundations or a proportionate share of such contributions allocated to this project.

**Other Private Contributions**

Cash donations expected from groups or individuals for this project or a proportionate share of general donations allocated to this project. Include gross proceeds from fund-raising events. Do not include corporate, foundation, or government contributions and grants.

**3. Federal Grants or Awards**

Cash grants or appropriations given for this project by agencies of the federal government or a proportionate share of such grants or appropriations allocated to this project.

**4. State/Regional/County Support**

Cash grants, appropriations, or awards given for this project (other than those requested from SFCA) by agencies of the state government, county, and/or multi-state consortiums of state agencies, or a proportionate share of such grants, appropriations, or awards allocated to this project. (DO NOT INCLUDE SFCA REQUEST HERE.)

**5. Other Revenue**

Cash income from sources other than those listed above. Include investment income, catalog sales, advertising space in programs, gift shop income, concessions, parking, sales of products, posters, T-shirts, or other.

**6. Applicant Cash**

Funds from the applicant's accumulated resources that applicant plans to provide to the proposed project.